



San Antonio Independent School District

Longfellow Middle School

Spartan Actions- Policies, Procedures and Rules OVERVIEW

1. **DRESS CODE**- students are expected to dress according to SAISD Uniform and Dress Code at all times. Depending on the grade level, students will wear white (6th grade), yellow or gold (7th grade) and green (8th grade) collared shirts with khaki or black bottoms. Blouses may not be see through or sheer and leggings and sweat pants will not be allowed. During Spirit Days on Fridays, any official Longfellow shirt may be worn with khaki or black bottoms. College shirts may be worn on designated Fridays. All shoes must be appropriate for school with a back or back strap – no flip flops, slippers, or strapless sandals. Only conventional hair styles and hair colors are permitted. Only ear piercings should be visible at school; no facial piercings are allowed. Spartans take pride in their appearance!
2. **ATTENDANCE**- students need to attend school every day and be on time to every class each day, unless an absence is warranted. When absent, students have 48 hours to submit a note to excuse the absence. When returning from an absence, students need to get an admit from the attendance office before 8:45 a.m. Excessive unexcused absences may warrant the filing of a court case.
3. **TARDIES**- students need to be on time to each class period each school day. Teachers will conference with student and make contact with parent. Tardy consequences will include lunch detention, On Campus Intervention (OCI), Saturday Detention, and Parent Shadow. Please read and be familiar with the Longfellow Tardy Policy.
4. **CELL PHONE/ELECTRONIC DEVICE POLICY**- all SAISD cell phone/electronic devices policies will be enforced. Consequences for policy violation will include confiscation of the item for parent pick up, lunch detention, OCI, and Parent Shadow. During testing or OCI assignment, all cell phones/electronic devices must be turned in immediately to the teacher. Students may use cell phones before or after school, but are not allowed in the hallways or in classrooms unless allowed by the teacher. Teachers and staff should not have to ask students to put phones away; these items should be put away and out of sight. The school is NOT responsible for lost or missing items.
5. **SATURDAY DETENTION**- If a student is assigned to Saturday Detention as a consequence, he/she should report to the cafeteria at 8:30 a.m. in uniform. Students will be assigned to one or more activities- tutoring, community service (picking up trash, cleaning areas, etc.), school beautification, or study hall. Detention will end at 11:30 a.m. Students who miss Saturday Detention will be assigned a required Parent Shadow during the following week.
6. **CAFETERIA/LUNCH TIME**- all SAISD schools are closed campuses meaning students may not leave campus during the school day. Lunch is provided free to all students. SAISD policies regarding outside food brought in to the cafeteria will be enforced. Outside food-other than lunch from home- may not be brought into the cafeteria including cakes, cupcakes, fast food

chain items, etc. If outside food is brought by a parent for a student, lunch must be eaten in a designated lunch area outside of the cafeteria in order to adhere to code compliance. Students/parents may not share with or bring food to other students. Students must remain in the cafeteria during lunch. Students who leave the designated areas without permission will have consequences to include lunch detention, OCI, Saturday Detention and may be suspended. Also, students are not allowed to have food/drinks in any classroom anywhere outside of the cafeteria. At lunch, students will walk through lunch line in an orderly fashion, eat at assigned tables, remove all trash and then remain in the cafeteria until dismissed by administration.

7. **CAFETERIA/BREAKFAST IN THE CLASSROOM (BIC)**- student will be provided free breakfast in the classroom at the beginning of 1st or 2nd period so students must be on time to school. No outside food/drink may be brought in the classroom for breakfast. Breakfast will not be served in the cafeteria before school.
8. **ARRIVAL TO SCHOOL**- students will be allowed in the cafeteria beginning at 7:30 a.m. **ALL students** must enter through the cafeteria off of Zachary St. At a designated time, the 8th grade students will be escorted to the auditorium.
9. **PASSING PERIODS**- students should move quickly during passing periods as they have 5 minutes to transition to the next class. Students should walk on the RIGHT side of halls and stairs for safety reasons. Students should ensure they are on time with all required materials to each class. **STUDENTS NEED A PASS TO BE IN THE HALLWAYS DURING INSTRUCTIONAL TIME.**
10. **P.D.A.**- Public displays of affection including hold hands, kissing, etc. are not appropriate on campus.
11. **DISMISSAL FROM SCHOOL**- students need to leave the building immediately after school unless they are reporting directly to a school sponsored event, club, tutoring, etc. where they are supervised. **3:45 p.m.** is the latest students may be signed out of school for the day by a parent/guardian or approved adult at the attendance office. Parents/guardians must ensure the school has updated records of those that may pick up the child.
12. We want your student to have a successful year! Your signature below shows you understand and agree to Longfellow Spartan Actions!

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____

Student ID Number: _____

Teacher Name (1st period): _____